

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CFAY-FR-HPT-34-16
募集締切日: Closing Date	14 Apr 16
発行日: Date of Issue	25 Mar 16

1.職種名 Job title (等級 Grade 3 / 語学等級 LD N/A)

Life Guard #178
(救命職)

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

募集人数
No. of
Recruitment

1 名

4.募集範囲 Area of Consideration

- I. ☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity
II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
III. ☐ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
IV. ☒ 外部 Off Base Applicant

5.雇用の種類 Type of Employment

- ☐ MLC
☒ IHA ☒ HPT
☐ 常用 Permanent 時給 ¥980
☐ 限定 Limited Term (__ヵ月 Months)

2.部隊 Activity

Commander Fleet Activities, Yokosuka
Fleet Readiness Department,
Fitness, Sports, and Deployed Forces Support Division,
Athletic Facilities Branch

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule (週 30-39 時間制 hrww)

勤務日/Work Days: Various shift between 05:00-19:00 including weekend & holidays. (05:00-19:00 内の週末祝日を含む各種シフト制)

勤務時間/Work Hours: Various work hours/Rotation Shift/Irregular Schedule (ローテーションシフト制、不規則勤務あり)

休憩/Recess: 1 hour recess per day when working 6 hours or more,
no recess when working less than 6 hours.
(勤務時間が 6 時間以上の日は 1 時間、6 時間未満は休憩なし)

☐ 夜勤 Night Shift ☒ 残業 Overtime ☐ 出張 Business Travel

6.職務内容 Duties

Performs rescue work, promptly renders CPR or emergency first aid and calls for medical assistance as necessary. Supervises swimmers for safety and crowd control. Enforces safety and pool regulations. Takes entrance fees and gives swimming tests. Helps with pool parties, swim meets and other aquatic special events. Practices rescue skills on a daily basis to keep proficiency at the American Red Cross standards. Attends mandatory in-service training. Provides swimming lessons to American Red Cross standards. Acquiring American Red Cross Water Safety Instructor (WSI) certification upon employment. Gives basic instruction to Junior Lifeguard participants. Keeps the pool area clean, including picking up garbage, emptying garbage cans, keeping chairs neat and orderly, and maintaining the locker rooms. Performing daily vacuuming, scum line, skimming of the pool, and scrubbing of the deck. Also, keeps equipment orderly and put away, to include swimming training, swim lesson, and cleaning equipment. Test the chlorine and pH hourly for acceptable levels according to health code standards. Helps with seasonal opening and closing of the pools and assists with inclement weather tie downs. Perform other related or incidental duties as assigned.

7. 資格要件／身体条件 Qualification/Physical Requirements

- a. One year of general work experience, OR completion of 2-years junior college/2-years of technical school or 4-year degree in any field.
- b. Knowledge of customer service concepts and practices.
- c. Skill in swimming sufficient to qualify and obtain a nationally recognized life saving certification within limited time.
- d. Ability to speak, read and write English at average proficiency level.

Swimming test will be conducted at the interview

*Handicapped applicants may be accepted, depending upon the degree and kind of disability

*障害のある方については、その程度により考慮します。

英語力 English Language Proficiency : ☒ 必要なし None ☐ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

学歴 Educational Background : N/A

免許証／修了証 License/Certificate Required : N/A

8. 提出するもの Application and Associated Documents**職務状況**

Working Condition

- *☒ 空席応募用紙 Application for Vacancy Announcement
- *☐ 専門職務経歴書 Resume of Specialized Work Experience
- *の記入は Complete * in ☐ 日本語で Japanese ☐ 英語で English ☒ どちらでも Either
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
- ☐ 運転免許証の写し Copy of Driver's License
- ☐ 修了証／証明書の写し Copy of Certificate
- ☐ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
- ☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- ☒ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy

Works on weekend and holiday.
Works irregular schedule.
週末、祭日、不規則勤務有り。

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

〒238-0001

神奈川県横須賀市泊町 1 番地

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

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内線/Extension 243-8152

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先： 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.		Off Base Applicants must submit to: 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section	
10. 事務処理欄 For Official Use			
募集部隊担当 Activity POC : FFR N941		軍電 (DSN) 243-1243	
PD No.: CFAY-N921A-005-PT	PD is accurate and current. Certified by Activity: Ky	HRO: (rcvd 3/23) kw 3/23	

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

****時給制臨時雇用従業員(HPT)雇用について****
****HPT-Hourly Pay Temporary (HPT) Employment****

契約期間： 1 年を越えない期間（その後更新される事もある）
 Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)
 交通費支給。Commutation allowance will be paid.
 勤務時間が週 20 時間以上の場合は雇用保険の加入、週 30 時間以上健康保険・厚生年金の加入が義務づけられています。Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.
 勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。
 Work place, hour, and rest day may be changed due to operational requirements.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).
 法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）
 PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.
 主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。
 注記：記録は電子書式、もしくは書面にて厳重に保管されます。
 ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.
 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。
 DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.
 情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。